
PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Accounting and Human Resource Office
Supervisor: Finance Director and Human Resource Manager

Current Classification:

Pay Grade: 10

Title: Accounting Clerk/HR Assistant

Non-Exempt

Full time

II. ASSIGNED DUTIES AND TASKS

Position overview:

The position is responsible for claims processing, including verification of invoices and appropriate approvals, assuring that required information is available as back up for claims, annual processing of 1099's, filing, organization of the office, and answering phones and addressing questions from the general public and county personnel. Additionally the position is responsible for refuse and other billing. This position will help keep personnel records up-to-date and help out with general Human Resource administrative duties.

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. ACCOUNTS PAYABLE

1. Review all claims submitted to Park County for payment to insure all appropriate information and backup for payment are included.
2. Assist department heads with process and approvals on claims, process claims in accordance with established procedures and Montana Code.
3. Insure that all paid claims are filed for ease of retrieval for audit or as questions arise or are stored as appropriate per records retention policies.
4. Maintain copies of contracts required for certain goods or services and insure that payments are made in accordance of terms of the contract. Note those items that require asset tags and insure this information is completed for fixed asset inventory
5. Maintain vendor files and update information as necessary.
6. Process 1099's and mail to vendors and file with federal and state as required at the close of each calendar year.

B. ACCOUNTS RECEIVABLE

1. Complete internal billing for mechanic shop on a monthly basis.
2. Perform billing for refuse, proofread, verify ticket numbers, and sort daily transmittal reports and receipts from the landfill and transfer departments on a monthly basis. Enter billing information into QuickBooks, print, collate, and mail monthly bills and statements.
3. Perform the billing for the City of Livingston, State of Montana, and other applicable entities for shared building and other expenses, and track receipt of payments

C. ACCOUNTING

1. Assist other office staff with general journal entries.
2. Deliver departmental mail to the mailroom, open and distribute or deal with incoming mail as appropriate.

3. Perform routine administrative work in answering phones, receiving the public, providing assistance to the public, providing assistance to county personnel.
4. Issue burn permits to the public as needed.

D. HUMAN RESOURCES

1. Assist in implementation of company policy, procedures and practices
2. Assist in Benefit Program Administration.
3. Assist with scheduling interviews, maintaining application and resume files.
4. Assist with maintenance of all employee benefit files and records (physical and computerized).
5. Assist with conducting new employee orientations on company policies, procedures, benefits and programs.
6. Administrative duties for Human Resources and Commissioners.

E. OTHER DUTIES AS ASSIGNED

Perform other duties as may be assigned from by supervisors

III. KNOWLEDGE

Considerable knowledge of bookkeeping and/or accounting principles and practices. Working knowledge of procedures for accounts receivable and accounts payable. Working knowledge of business English, spelling, punctuation and math. Must have QuickBooks experience. Working knowledge of modern office practices and procedures. Working knowledge of EEO, ADA, FMLA, FLSA, HIPPA, and other related HR laws and regulations preferred. Excellent presentation, communication and executive skills; team building and analysis skills preferred. Self-starter; detail oriented. Basic knowledge of governmental accounting practices preferred. Basic knowledge of IRS rules and regulations preferred.

Education and Experience

High School diploma or GED. The required knowledge, skills, and abilities for this position are typically acquired through a combination of education and experience equivalent to a bachelor's degree in accounting, business administration, or related field with coursework through advanced accounting, auditing, and office management or equivalent, plus two to five (2-5) years related work experience. Prior experience in local government or not for profit accounting and computerized accounting systems preferred. Secondary Education in Business related field preferred. Post secondary coursework in bookkeeping, accounting, or Human Resources preferred. Experience in accounts payable and receivables preferred

IV. ACCOUNTABILITY

The Accounting Clerk/HR Assistant works independently within established time schedules for claims processing, billing, and other duties. Ability to perform detailed work with a high degree of accuracy. Ability to multi-task, prioritize projects and meet deadlines and maintain confidentiality in written /verbal information; ability to work independently.

V. CONFIDENTIALLY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by the Finance Director and Human Resource Manager

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding Accounts Payable, Accounts Receivable and Human Resources.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee is regularly required to sit, use hands to finger, handle, or feel, and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The noise level in the work environment is usually moderate.